



2022 Course Schedule

HR Big Picture

DATE	REQUIRED COURSES	INSTRUCTOR	DATE
March 1, 2022	HR Overview	Heather Kever and Kelly Watkins	9 a.m.–noon
March 1, 2022	Workforce Planning	Heather Kever	1–4 p.m.
March 2, 2022	Ethics and HR	Karen Wingo	9 a.m.–noon
April 6, 2022	State Human Resources Regulations	Susan Hance and Karen Wingo	9 a.m.–3p.m.
April 6, 2022	Delegation Authority	Cora Campbell and Kelly Watkins	3–4 p.m.

HR FUNCTIONS

DATE	REQUIRED COURSES	INSTRUCTOR	TIME
May 3, 2022	Classification and Position Descriptions	Cheryl Hinson and Kevin Paul	9 a.m.–4 p.m.
June 1, 2022	Compensation	Kevin Paul	9 a.m.–noon
June 1, 2022	Recruitment and Hiring	Alex Wilcox and Stacy Lanham	1–4 p.m.
Aug. 2, 2022	Employee Relations	Chrissy Carraway and Heather Kever	9 a.m.–4 p.m.
Aug. 3, 2022	Performance Management	Trina Poole and Eugenia Howard	9 a.m.–4 p.m.

Retention and Accountability

DATE	REQUIRED COURSES	INSTRUCTOR	TIME
Sept. 1, 2022	HR Metrics	Kevin Paul and Annamarie Smith	9 a.m.–noon
Sept. 1, 2022	Retaining Employees	Heather Kever	1–4 p.m.



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TRAINING and DEVELOPMENT
DIVISION of PROGRAM MANAGEMENT